

# Iowa Balance of State Continuum of Care

## Governance Charter

### Comments Received for May 2015 Review

This document includes comments submitted by email by the requested date of March 13, 2015.

---

#### **Tim Wilson, Willis Dady Emergency Shelter**

[Original comments from Tim had additions highlighted in red font; these were changed to underline font to allow for black/white printing.]

#### **1) Responsibilities**

- 3. i. 3) Prevention resources and strategies.
- ii. 4) Other requirements established by HUD ~~by~~ via Notice.

#### **Response:**

#### **2) Iowa Council Membership Process**

Twelve (12) members..... ~~One of the twenty six shall represent the Iowa State Association of Counties, and one of the twenty six shall represent the Iowa League of Cities. Two of the twenty-six shall represent local government; one from the municipal level and one from the county level.~~ Once approved by the Governor, and confirmed by the Iowa Council, the....

[From IFA: Iowa Code specifies the membership of the council. The Governance Charter cannot supersede Iowa Code; the code would have to be changed by the Iowa legislature.]

#### **Response:**

#### **3) Decision Making Quorum:**

A majority of the Iowa Council members shall constitute a quorum at all meetings thereof. Any action taken by the Iowa Council must be adopted by an affirmative vote of a majority of ~~its membership~~ those present at the meeting at which said vote shall occur.

[From IFA: Iowa Code specifies what constitutes a majority for the purposes of taking action. The Governance Charter cannot supersede Iowa Code; the code would have to be changed by the Iowa legislature. The purpose of this item is to prevent council action to be taken by less

## Iowa Balance of State Continuum of Care

### Governance Charter

#### Comments Received for May 2015 Review

than a third of members voting in the affirmative (for example, 38 total members; 20 members present for a quorum; 11 members voting in the affirmative and constituting a simple majority.)]

#### Response:

##### 4) Iowa Council Committee Structure

(Insert after *\*Continuum of Care Committee* text)

##### Ad Hoc Committees

The Council shall establish additional committees from time to time as needed in order to fulfill its goals and obligations and to disband such committees when no longer needed.

##### All Committees

Each committee shall establish its own meeting times and operating rules. Such rules shall be in compliance with the open meetings and records requirements of Iowa Code Chapters 21 and 22 and shall not conflict with any provisions of this Charter or other applicable governing statutes or policies.

#### Response:

##### 5) Roles/Responsibilities: Iowa Council on Homelessness

Agenda/Advocacy

Work to identify causes.....

Make annual recommendations to the governor regarding matters which impact homelessness on or before ~~September 15~~ November 30 of each year.

Plan and implement an annual event at.....

Prepare and file with Governor and the General Assembly an annual report on homelessness in Iowa.

Prepare and submit a budget to the legislature for such funding as determined to be necessary to execute the Roles and Responsibilities set forth above.

[From IFA: Iowa Code specifies the September 15 date referenced in the comment. Governance Charter cannot supersede Iowa Code; code would have to be changed. Additionally, the council does not submit a budget directly to the legislature, nor does it receive any funding directly.]

#### Response:

## **Iowa Balance of State Continuum of Care**

### **Governance Charter**

#### **Comments Received for May 2015 Review**

- 6) Throughout the document, capitalization should not be used for the word “Governor” when it appears as “the Governor.” In instances when “Governor” begins a sentence or appears as “the Iowa Governor’s Office,” the word should remain capitalized.

**Response:**

---

**Marielieg Fisher, Community Housing Initiatives:**

- 7) Parts of the Governance Charter do not match what is in the Administrative Rules 265-31.1 (16) Organization.

**Response:**

- 8) Under Section 31.1(5). According to the Admin. Rules the Council is annually at the March meeting supposed to elect six members to the Nominating Committee. This does not match what the Governance Charter shows.

[From IFA: Here is the referenced text from the Administrative Rules: “Following the initial appointment of the general public members to the council, the council shall annually at its March meeting elect six members, three of whom shall be agency director members and three of whom shall be general public members.”]

**Response:**

- 9) The Admin. Rules state that the Executive Committee is also supposed to include the immediate past chairperson if they are a current Council member. The Governance Charter does not mention this.

[From IFA: Iowa Code and Iowa Administrative Rules supersede the Governance Charter. There are a number of items in the code and rules that are not repeated in the charter, but are still assumed to be followed.]

## Iowa Balance of State Continuum of Care

### Governance Charter

#### Comments Received for May 2015 Review

##### Response:

- 10) Also, you have probably already noticed this that the Iowa Institute for Community Alliance should be updated with their new name.

##### Response:

---

##### Iowa Finance Authority:

**11) Page 3: Update code reference.**

Replace "Iowa Code section 16.100A" with "Iowa Code Chapter 16.2D" to reflect code numbering update.

##### Response:

**12) Page 5: Update the description of Standing Committees.**

The standing committees of the Council are the following: Executive Committee, Nominating Committee, ~~Research and Analysis Committee, Policy and Planning Committee, Public Awareness Committee,~~ and Continuum of Care (COC) Committee.

~~The chair of each Standing Committee must be a voting member of the Council.~~

~~Each Standing Committee, except the Executive and Nominating Committees shall have responsibility for appointing additional committee members who may or may not be voting members of the Council. Each of the standing committees, with the exception of the Executive Committee, shall elect their own chair."~~

Additional informal working groups include the Research and Analysis Committee, Policy and Planning Committee, Public Awareness Committee, and Coordinated Entry Committee. These informal working groups may include voting members of the council and other stakeholders. Informal working groups make recommendations to the Executive Committee or the Council.

##### Response:

**Iowa Balance of State Continuum of Care**

**Governance Charter**

**Comments Received for May 2015 Review**

**13) Page 5: Modify description of Nominating Committee.**

“...The nominating committee shall nominate persons for chair, vice-chair, ~~and secretary~~ of the Iowa Council for consideration by the entire Council.”

Because IFA takes minutes and maintains all records for the council, the role of the secretary is unclear. If this is retained, recommend clarifying the role of the secretary.

**Response:**

**14) Page 9: Update reference to the HMIS Data Standards.** The current reference is for the 2010 data standards; HUD has since released 2014 standards.

**Response:**

---